

Mu Kappa Delta Chapter
of the
National Honor Society
Handbook
2011-2012

(adapted from the Brocktonia Chapter)

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***Introduction to the Mu Kappa Delta Chapter
of the National Honor Society
at BMC Durfee High School***

The National Honor Society is a prestigious organization which honors outstanding students throughout the country on the basis of scholarship, leadership, character and service. Each local chapter must set forth guiding principles by which to operate in order to uphold the rigorous standards of the national organization. The regulations set forth in this manual have been formulated to ensure that members of the Mu Kappa Delta Chapter uphold the rigorous standards of the National Honor Society and serve as models of excellence to other students.

This handbook has been approved by both the Durfee High School NHS Faculty Council and Principal. Each member of the Honor Society will receive a handbook upon acceptance into the Honor Society and should acquaint themselves with the contents of this booklet.

Sincerely,

Paul Marshall, Principal
Kristen McGauran and Whitney Nielsen, Advisors

2011-2012 Faculty Council

Jessica Achadinha, Math
Denise Boland, Guidance
Derek Farias, Social Studies
David Galatzer-Levy, Science
Kerry-Ann Tracy, English
Ken Kvit, English

BMC Durfee High School National Honor Society Selection Criteria

The selection criteria for NHS will be based on a point system that evaluates students' performance according to the four criteria: scholarship, character, leadership, and service. In addition, points are awarded for students extra-curricular activities, paid or unpaid work and the personal statement. The NHS Faculty Council will examine students' applications and score the applications using the point system. In order to be accepted students must have a GPA of at least 3.9 on the weighted scale and **obtain a total of 14 points with at least 1 point in service and 1 point in leadership.** The selection committee will use the following criteria when applications are read and evaluated.

Leadership: The student who exercises leadership:

- Is resourceful in addressing new problems, applying principles and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability
- Is a forerunner in the classroom, at work, and in school or community activities
- Is thoroughly dependable in any responsibility accepted

Students who demonstrate defined leadership roles and/or responsibilities in a school related activity such as a sport or club, or in a community organization or a project will receive a maximum point total of:

- 4- student demonstrates outstanding and varied leadership experience for 1 or more years
- 3- student demonstrates leadership experience for 1 year (more than 1 bullet)
- 2- student demonstrates some leadership experience for one year (at least 1 bullet)
- 1- student demonstrates leadership experience for less than one year
- 0- student demonstrated no leadership experience

Service: The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and interscholastic competition
- Does committee and staff work without complaint
- Shows courtesy by assisting advisors, teachers, and students

Students who demonstrate examples of **substantial voluntary** contributions made to the school or community **without compensation** will receive a maximum of:

- 4- Student has completed 20 hours or more of community service per year
- 3- Student has completed 15-19 hours of community service per year
- 2- Student has completed 10-14 hours of community service per year
- 1- Student has completed 5-9 hours of community service per year
- 0- Student has not completed community service

Character: The student who shows character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
- Has powers of concentration and sustained attention, as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating and plagiarism in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment

Students who demonstrate character by upholding morality, ethics and honesty, while showing courtesy and concern for others will receive the following points:

- 4- Student has no conduct infractions upon record, including excessive absences or tardies, and teacher writes a strong statement that highly recommends the student.
- 3- Student may have minor conduct infraction, such as tardiness, teacher writes a strong recommendation and student addresses infraction in statement.
- 2- Student has no, or one minor, conduct infraction and teacher writes a less than convincing recommendation.
- 1- Student has more than one minor conduct infraction and/or teacher writes a less than convincing statement and student addresses all infractions in statement.
- 0- No teacher recommendation and/or major conduct infraction that led to disciplinary action

*Any student with a serious breach of academic or personal ethics that is documented and has led to disciplinary action **MAY** be in jeopardy of not being admitted to NHS.*

Paid or Non-Paid Work Experience:

Students who have a job for which they received a salary or any other form of payment, or who have performed any unpaid work for family members will receive the following points:

- 4- students performs over 10 hours per week of paid or non-paid work at one or more jobs for more than a year.
- 3- student performs over 10 hours per week of paid or non-paid work at one or more jobs for 1 year.
- 2- student performs between 5-10 hours per week of paid or non-paid work at one or more jobs for less than one year or two summers.
- 1- student performs either paid or non-paid work consistently during one summer
- 0- student has no work experience

Extra-Curricular Activities:

Students involved in a school extracurricular activity such as a club or sport or in a community related activity will receive the following points:

- 4- for 2 or more activities with excellent attendance
- 3- for 2 or more activities with moderate attendance
- 2- for 1 activity with good attendance
- 1- for 1 activity with moderate attendance
- 0- for no extra-curricular activities

Personal Statement

Students who explain how scholarship, leadership, character and service relate to his or her life will receive the following points:

2- Student writes an excellent personal statement. Statement clearly demonstrates the importance of scholarship, leadership, character and service to the student. Essay demonstrates care and thoughtfulness and contains correct spelling and grammatical structure.

1- Student writes an adequate personal statement. The statement somewhat demonstrates the importance of scholarship, leadership, character and service to the student.

0- No personal statement included OR statement fails to address all four of the NHS core values.

Application

The Faculty Council of the National Honor Society considers the application to be of utmost importance. Acceptance into the NHS depends, for the most, part, on the information conveyed in the application. Therefore, the faculty council advises that each applicant take great care when completing the application.

The information presented as evidence is for high school years only.

The committee reminds the applicant that his or her application must:

- *evidence forethought and planning
- *exhibit neatness, consistency and clarity
- *contain correct spelling and grammatical structure**
- *essay must be typed**
- *be complete, including a teacher recommendation and personal statement
- *contains all necessary signatures and contact information

Ineligible Applicants

Students may be denied acceptance into the NHS for the following reasons:

- *handing in an application after the designated deadline
- *Omitting sections of the application
- *Having no contact information or verifying signatures
- *Missing the required recommendation
- *Violating a school policy as determined by the BMC Durfee HS administration

NOTE:

*You must be clear and thorough in your explanation of service and leadership in order to earn points for your work

**If you participated in an activity that you believe fulfills the service or leadership requirement, but does not cover the period of time make sure that you still include that activity. The faculty selection committee may give credit for work that is concentrated over a shorter period of time.

APPLICATION TO THE NATIONAL HONOR SOCIETY

I. ADMINISTRATIVE INFORMATION (please type or print)

NAME: _____ YOG: _____

ADDRESS: _____

TELEPHONE #: _____ EMAIL: _____

I have completed _____ semesters at BMC Durfee High School

Other High Schools Attended: _____

Will you be able to attend meetings of the chapter? _____

Meetings are held on Wednesdays AND Fridays after school. You may elect to attend the Wednesday or Friday meeting, you do not have to attend both.

This application must be completed and returned to Room 463 by September 30, 2011. No late forms will be accepted. **Completion does not guarantee selection.**

II. EXTRA-CURRICULAR ACTIVITIES

List all of the activities in which you have participated during high school. Include clubs, sports, musical groups, and any other applicable activity. Make sure that you document your participation by having an advisor or coach provide your attendance and signature. **Attach a separate sheet if necessary.**

Activity	Years	Description	Advisor Signature

III. LEADERSHIP ACTIVITIES

List all elected or appointed leadership positions held in the school or community. List only those positions in which you were responsible for directing or motivating others. For example, committee chairperson, team captain, newspaper editor, elected club or class officer, or community leader are leadership positions. Make sure that you document your participation by providing the signature of an adult advisor of the activity or organization. **Attach a separate sheet if necessary.**

Leadership Activity	Years	Activity and Description	Advisor Signature

IV. COMMUNITY ACTIVITIES

List community activities in which you have participated and list any major accomplishments in each. These should be activities outside of school in which you participated for the betterment of your community. Religious groups, sponsored clubs outside the school, Boy or Girl Scouts, volunteer groups and volunteer work experience all qualify as community activities.

You must be specific as to the number of hours. For example, write 10 hours per week or 10 hours per year. The **signature of an adult sponsor is required**, along with a telephone number and/or email address where the person can be reached. **Attach a separate sheet if necessary.**

Community Activity	Years	Number of Hours	Description of Activity	Advisor Signature/Contact information

V. PAID OR UNPAID WORK EXPERIENCE

List any paid job experience for which you received a salary or any other form of payment for your work or any unpaid work for which you performed services for family members. Document your job experience by providing the signature of your employer or an adult supervisor.

Job	Years	Number of Hours per/wk	Duties	Employer Signature

VI. AWARDS

List or attach copies of any honors, awards or recognitions you have received which support your bid for membership in the National Honor Society.

VII: RECOMMENDATION

Select a favorite teacher, supervisor, or employer who is not related to you and ask this person to write a paragraph or two relating an event or achievement that reveals your character. This anecdote can also relate to your scholastic ability, your leadership skills, or your service contribution.

VIII. PERSONAL STATEMENT

Attach a **typed essay** in which you make a personal statement regarding your candidacy in the National Honor Society. Within this statement, explain how scholarship, character, leadership, and community service relate to your life. Please limit your response to one or two pages.

IX. Statement of Verification

I, _____ have completed this application to the best of my knowledge and ability. I certify that all of the information included is a correct representation of my achievements. I understand that by filling out this application I have made myself eligible for selection into the Mu Kappa Delta chapter of the National Honor Society. I have taken care to look at the rubric and requirements by which my application will be judged and am fully aware of the selection criteria. I understand that if I am selected into the NHS, I will be responsible for upholding the principles of the chapter, as well as regular participation in meetings, fundraising and chapter events.

Student Signature

Date

Parent or Guardian Signature

Date